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TO :

FROM : CIA Records Administration Officer

SUBJECT: Annual Report of Records Holdings and Equipment Inventory

1. This is a reminder of the need for a report of your records holdings and amount of records destroyed during the past fiscal year. In addition, an inventory of filing equipment is requested.

2. The statistical data will enable us to measure the effectiveness of the Records Management Program in the Agency and will provide the basic information for my report to the National Archives and Records Services, GSA.

3. Your findings may be recorded below and transmitted to my office by 16 August 1963. If you have any difficulty in meeting this deadline, please call me.

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25 YEAR RE-REVIEW

RECORDS

6008 cu. ft. of records
on hand 1 July 1962

5318 cu. ft. of records
on hand 30 June 1963

1183 cu. ft. destroyed during
FY 1963. (Do not include
those destroyed by the
Records Center.)

A & E Staff no longer with OTR.
Partial reason for drop in total
holdings.

Books
2085 - linear ft on Hand 30 June
1963

614 Volumes discarded during
FY 1963.

EQUIPMENT

Type	Number
Safes	
4-drawer	332
5-drawer	2
2-drawer	21
Cabinets	
5-drawer	40
4-drawer	48
card sizes 3 x 5	- 3
(3x5, 5x8, 5 x 8	- 1
IBM, etc.) IBM	- 1
Kardex	- 22
Map cases	36

Other (exclude shelf filing)

Book Cases - 403
Large Safes - 3
Film Racks - 7

Area Records Officer

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Excluded from automatic

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